



# Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

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DRAFT

## PERSONNEL COMMITTEE

Tuesday, March 9, 2010  
2:00 P.M.

Courthouse & Government Center  
Board of Commissioner's Room

### REPORT

Members Present: Carl Rutske, Chairperson, Kenneth Hilliard and Jim Krolczyk

Others Present: Karen Molby, Personnel Officer/Administrative Assistant

The meeting was called to order at 1:00 P.M.

### ITEMS REQUIRING BOARD ACTION

The purpose of this meeting was to discuss how the County should proceed to have a CMAE Level 3 Assessor in place in the Equalization Department by July 1, 2010. The Executive Director of the State Tax Commission has advised the County that pursuant to MCL 211.10 D, an employee can serve as the Equalization Director in a County at one certification level below the STC required certification level, but only for a period of twelve (12) months from the last date that a properly certified Equalization Director was employed. Therefore, Manistee County has until July 1, 2010 to employ a CMAE Level 3 Assessor as its Equalization Director. Ms. Molby advised that she contacted the State Tax Commission office to inquire if there are any extension(s) beyond the twelve (12) month requirement which the County could request. She was advised there are no extensions available, however, the County could subcontract with a Level 3 Assessor for these services in the interim.

The Committee agreed that subcontracting a temporary CMAE Level 3 Assessor to perform the duties of the Equalization Director until a permanent CMAE Level 3 Assessor is in place in that position was the best interim solution. It was also suggested that the candidates interviewed during the previous opening be notified of this opportunity. After lengthy discussion,

**Mr. Hilliard recommended that Manistee County place an advertisement in the Michigan Association of Counties Newsletter, the Manistee News Advocate, the Traverse City Record Eagle and the Ludington Daily News seeking a temporary subcontract with a CMAE Level 3 Assessor to perform the duties of the Equalization Director until the position is permanently filled by a CMAE Level 3 Assessor. No alternative recommendation was proposed.**

ITEMS NOT REQUIRING BOARD ACTION

None.

The meeting adjourned at 1:55 P.M.

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Carl Rutske, Chairperson

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Kenneth Hilliard, Commissioner

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Jim Krolczyk, Commissioner